

MEMO# 11038

June 4, 1999

MEETING - JULY 22, 1999

[11038] June 4, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 35-99 RE: MEETING - JULY 22, 1999

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 22 in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington DC. The meeting is scheduled to begin at 8:15 a.m. and conclude at approximately 2:30 p.m. with a lunch break at noon. Committee Dinner The committee dinner will be held on Wednesday, July 21 at a site to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Hotel Accommodations For your convenience, we have reserved a block of rooms at the Capital Hilton Hotel for the evening of Wednesday, July 21 at the rate of \$159.00 single/double. The Capital Hilton is located at 16th & K Streets, NW. To make a reservation, please call the hotel at 202/393-1000 or 800/445-8667 and ask for a room in the "Investment Company Institute" block. Please make your hotel reservation as soon as possible. Reservations at the Capital Hilton must be made no later than June 21, 1999 to secure this rate. Please note all deposits for individual room reservations are fully refundable if a room is canceled 72 hours or more prior to arrival date. Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting, as well as on any future projects the committee should consider. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617/772-3930, cjones@lib.com) or Kathy Joaquin (202/326-5930, kjoaquin@ici.org). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. - 2 - Fax Response Form by July 2 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than July 2 to Jamie Kodey at the Investment Company Institute. The fax number is 202/326-5853 and you can reach Jamie at 202/326-5852 or at jkodey@ici.org. It is important that all committee members complete and fax back the form, regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. * * * * * The April 22, 1999 Committee meeting minutes and a preliminary agenda for the July 22, 1999 meeting will be sent to you under a separate cover in the near future. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

should not be considered a substitute for, legal advice.